



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

(206) 296-9300 (206) 296-0100 TTY/TDD

NOTICE:

Matters to be submitted to the King County Ex Parte and Probate Department, via the Clerk, may be submitted for presentation either electronically or in hard copy.

Please read the following for more important details:

- Matters subject to the mandatory e-filing requirements of LGR 30 are still required to be e-filed. However, use of the electronic Ex Parte submission module is optional.
- All other Ex Parte procedures still apply (i.e. up to five orders in one case for \$30; expedited service remains unchanged, etc.)
- The method used to submit for presentation will not impact the processing time or order in which matters are submitted to the Ex Parte Department.
- All matters delivered for presentation to Ex Parte are required to bear the appropriate cause number, caption and area designation.
- Parties delivering documents in hard copy for presentation to Ex Parte, and who wish to receive conformed copies of orders are required to provide the additional copies of orders to be conformed along with a SASE if they want copies returned by mail, or must include a messenger slip if they wish to have items returned by messenger.
- The only document presented by the clerk to Ex Parte that will become part of the court file is the order signed by the commissioner. Any other documents must be filed (or e-filed) separately.
- Matters delivered in hard copy for presentation to Ex Parte must be accompanied by a completed [Ex Parte Cover Sheet](#) and fees paid at the time of deposit with the clerk.